



## **JOB DESCRIPTION**

Title: **COURT ADMINISTRATOR**

Department: Courts

Class Code: 1515

FLSA Status: Exempt

Effective Date: September 1, 2005 (Rev. 07/2017)

Grade Number: 26

### **GENERAL PURPOSE**

Under general direction from the Mayor or assigned staff, directs, manages, supervises, and coordinates the Justice Court's operations, programs, and activities and coordinates assigned activities with other City departments, divisions, and outside agencies.

**EXAMPLE OF DUTIES** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- \*-- Directs and manages the day-to-day operations and support staff associated with the Murray City Justice Courts. Maintains a productive relationship with the Judge, court clerks and the public and collaborates in the development of Court procedures and related guidelines for the effective operation of the City Court and its' programs.
- \*-- Evaluates clerk related court operations and procedures and provides direction in establishing and maintaining a written procedural and operational standards manual; provides coordination of automated information systems; coordinates staff development and training programs.
- \*-- Supervises and coaches the appropriate staff to ensure that the Court's, the Judges', and the public's needs are met and that State, County, and Court legal processes, policies, and procedures are followed.
- \*-- Works with the Judge in preparing the court budget; administers the budget to include monitoring expenditures to ensure compliance with budget allocations; reviews handling of fines, fees, and forfeitures to ensure correct reporting and disbursement; prepares periodic revenue reports; performs all cash out functions and supervises other related accounting and financial activities.
- \*-- Performs quality control audits in order to ensure accuracy of court records.

- \*-- Advises Assistant Clerks of Court regarding questions of procedure, coordination of operations and supervisory issues. Participates in meetings with administrative counterparts in order to resolve shared operating problems and establish uniform procedures state-wide.
- \*-- Hires, trains, motivates, evaluates and manages the performance of the Court's support staff. Assigns projects and promotes open communication, teamwork, and creates a productive work environment. Administers disciplinary action in accordance with City policy and procedures. In collaboration with the Judge, prepares and provides immediate and long-range staffing needs; evaluates and initiates changes in policies, procedures, and operations; participates in staff meetings in order to resolve problems and establishes uniform procedures within the court.
- \*-- Has primary responsibility for activities in the following areas: responds to inquiries and concerns from the public; coordinates court calendar with the Judge; manages local procurement, inventory and supplies, budget preparation, accounting, and facilities activities; provides effective support to the Justice Court Judge.
- \*-- Supervises the preparation of and prepares materials for each court session; may perform a variety of in-court duties.
- \*-- Supervises the maintenance of court dockets; oversees the setting of court dates and confirms court arrangements; notifies interested and concerned individuals regarding court proceedings.
- \*-- Analyzes caseload patterns, and recommends policies and procedures for caseload management to the Judge. Implements and monitors caseload management policies and procedures.
- \*-- Maintains liaison and coordinates court operations with representatives of allied government agencies. Responds to questions and concerns from the public and/or staff, with the ability to resolve difficult and sensitive inquiries and complaints. Ensures confidentiality is maintained and applied to all court documents, procedures and staff related issues.
- \*-- Maintains a positive work atmosphere by behaving and communicating in a manner that gets along with customers, clients, co-workers, judges, and supervisors.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Experience**

- A Bachelor's degree in Business Management, Public Administration, Criminal Justice, or related field, and five (5) years of progressively responsible court operations experience with at least two (2) of those in a direct supervisory position or any equivalent combination of education and experience.

### Special Requirements

- Must be bondable.
- Maintain education guidelines set by A.O.C.

### Necessary Knowledge, Skills and Abilities

- Thorough knowledge and understanding of court clerk duties. Considerable knowledge of training and work direction; court processes and procedures, jury selection, bail procedures, and case management techniques; legal terminology and concepts; accounting practices and procedures; and data processing concepts.
- Ability to: supervise the work of others; apply general management principles to specific organizational and operational problems; communicate effectively, verbally and in writing; establish and maintain effective working relationships with the Judge, employees, representatives of allied organizations, and members of the public.

### **TOOLS & EQUIPMENT USED**

- Personal computer, AS/400 including word processing and database software, BCI, JEMS, PSI, UCJIS and CORIS; phone; fax and copy machine.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.